

Anne Frank in the World, 1929-1945 Exhibit

VOLUNTEER APPLICATION (PRINT CLEARLY)

Date: _____

Name: _____

Birthdate: _____

Address: _____

City/State/Zip Code: _____

Telephone (day): _____

Telephone (evening): _____

E-Mail: _____

Cell phone: _____

REFERENCE:

Name: _____

Phone number: _____

Address: _____

EMERGENCY CONTACT:

Name: _____

Relationship: _____

Telephone (day): _____

Telephone (evening): _____

VOLUNTEER ASSIGNMENT INTERESTS (check all that interests you)

- ☐ **Docent/Exhibit Guide**
- ☐ **Greeter**
- ☐ **Video Room Attendant**

- ☐ **Visitor Services**
- ☐ **Administrative Support**
- ☐ **Special Events**

- ☐ **Transportation**
- ☐ **Oral History**

AVAILABILITY Please check days and times available to volunteer

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Mornings							
Afternoons							
Special Events							

How many hours can you volunteer? _____ **Weekly** _____ **Monthly**
(We prefer a 4-hour time commitment, if possible)

FOREIGN LANGUAGE ABILITY (if applicable)

LANGUAGE	ORAL TRANSLATION			WRITTEN TRANSLATION (From English)			WRITTEN TRANSLATION (Into English)		
Spanish	Ex	Good	Fair	Ex	Good	Fair	Ex	Good	Fair
French	Ex	Good	Fair	Ex	Good	Fair	Ex	Good	Fair
German	Ex	Good	Fair	Ex	Good	Fair	Ex	Good	Fair
Other:	Ex	Good	Fair	Ex	Good	Fair	Ex	Good	Fair

EDUCATION

Name of High School

Undergraduate School

Graduate School

Degrees

Major

Organization/Affiliation: _____

Are you doing Community Service hours? ☐ No ☐ Yes

If yes, for whom? _____

How did you learn about this Volunteer opportunity?

Previous volunteer experience:

Do you have any specialized skills, talents, or training that would be helpful for this volunteer program?

Additional comments?

For more information, please contact:

Coordinators: Debra Day, Tara Hawk
Anne Frank in the World: 1929-1945 Exhibit
Kennesaw State University Continuing Ed Center
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Kennesaw GA 30144
Phone: 678-797-2083
Fax: (404) 657-9449
Email: dday13@kennesaw.edu; thawk@kennesaw.edu
Website: www.gaholcomm.state.ga.us

VOLUNTEER OPPORTUNITIES AT THE
***Anne Frank in the World: 1929-1945* EXHIBIT**
KENNESAW STATE UNIVERSITY CONTINUING ED CENTER

GENERAL INFORMATION FOR VOLUNTEERS

- Volunteers must attend an Orientation & Training Meeting.
- Volunteers will be provided with a nametag.
- If unable to come for a shift, Volunteer must notify Coordinator within 48 hours, if possible.

DOCENT/EXHIBIT GUIDE – Must attend Docent Training(s) – mandatory. Docent manual provided.

1) Gives 45-minute guided tours to groups of students and chaperones. 2) Gives 45-minute guided tours to adult groups.
3) Is able to answer questions on the exhibit.

- **School Groups Docent** – Volunteer gives tours of exhibit to school groups 5th grade and up. Maximum number of students per tour is twenty, with one chaperone per ten students.
- **Adult Groups Docent** – Volunteer gives tours of exhibit to adults; maximum of 15 per group.
- **Weekend Docent** – Volunteer gives tours to mixed groups of 15 at posted times.

VISITOR SERVICES – 1) Greeter. 2) Manages the Video Room. 3) Maintains the Comment Book. 4) Stocks the Scroll Room. 5) Guides visitors to sculptures, outdoor garden, Art display, Time line, Speaker. 6) Monitors exhibit. 7) Assists in the Bookstore. 8) Floater.

- **Greeter** – Welcomes groups upon arrival; directs to different stations. Provides information about the exhibit.
- **Video Room Attendant** – Introduces video; rewinds video at end of showing; monitors video room.
- **Comment Book** – Reviews visitor comments; removes objectionable ones and give to Coordinator; keeps book stocked with forms.
- **Scroll Room Assistant** – Maintains a supply of rolled scrolls (i.e., make new scrolls, roll scrolls); stocks Scroll Room at the end of the day; fills scroll slots if needed during shift.
- **Exhibition Guide** – Takes visitors to sculptures, outdoor garden, art display, time line, Speaker.
- **Monitor** – Observes visitors to maintain safety of the exhibit.
- **Bookstore Assistant** – Assists University bookstore staff.
- **Floater** – Prepared to perform any volunteer position.

ADMINISTRATIVE SUPPORT – 1) Makes reminder calls to groups with reservations. 2) Attends to Information Table.
3) General office work; helps prepare mailings; makes copies of hand-out materials.

- **Reminder Caller** – Calls contact for booked tours approximately one week in advance.
- **Information Table** – Stocks with brochures and materials; keeps it neat.

SPECIAL EVENTS – Assists staff with special events such as Speaker Programs and Receptions and Teacher Workshops.

TRANSPORTATION – Provides transportation for Speakers and special guests on an as-needed basis.